



THE LISBON RECREATION COMMITTEE

**IS PLEASED TO ANNOUNCE THE UNVEILING OF OUR
NEW ONLINE FIELD USE SCHEDULING WEBSITE...**



www.stadiumroar.com/LisbonRec

BENEFITS AND FEATURES OF THIS NEW POLICY INCLUDE.....

- **BOOK YOUR PROGRAM'S FIELD USE ONLINE WITH JUST A FEW CLICKS. (GONE IS THE OLD PAPER 'FIELD USE FORM' THAT SAT IN THE TOWN HALL FOR DAYS ON END BEFORE IT WAS APPROVED).**
- **KEEP TRACK OF THE DAYS AND TIMES YOUR PROGRAM IS SCHEDULED TO USE ONE OF THE TOWN FACILITIES**
- **POST YOUR PROGRAM'S SCHEDULE ON A GROUP CALENDER FOR OTHERS TO VIEW**
- **VIEW ALL BOOKINGS FOR EACH FACILITY IN TOWN BEFORE YOU SUBMIT YOUR REQUEST OR ANYTIME IN BETWEEN. NO MORE DOUBLE BOOKING!**
- **AUTOMATIC NOTIFICATION OF BOOKINGS, CANCELLATION, AND CHANGES TO ANYONE IN YOUR ORGANIZATION WHO SIGNS UP TO RECEIVE THEM.**

2014 PROCEDURE FOR BOOKING ATHLETIC FACILITIES IN THE TOWN OF LISBON

AS OF MARCH 1ST, 2014 THE PAPER FIELD USE FORM WILL NO LONGER BE USED TO BOOK ATHLETIC FIELDS IN THE TOWN OF LISBON. ANY ORGANIZATION WISHING TO SCHEDULE FIELD USE SHOULD FOLLOW THE FOLLOWING PROTOCOL.....

STEP 1: Go to <http://www.stadiumroar.com/LisbonRec>

STEP 2: On the left hand side of the homepage, click on “View Facility Schedules”

STEP 3: Click on the red Location Request button

STEP 4: Select the organization or program you are making the request for. If your program is not listed, select ‘OTHER’.

STEP 5: Select the location(s) you wish to create a time slot for and then click ‘next’.

STEP 6: Choose between the ‘recurring days of the week’ or ‘free-style dates’ option.

(The recurring days option is useful if you are requesting the same time slot for any entire season, the free-style dates option is for individual practice or event dates)

STEP 7: Click each date you wish to make a request on. When you are finished selecting dates, add start and ends times below the calendar. Click the green ‘Done’ button.

STEP 8: Enter your first and last name and the email you wish the Rec Committee to reply to. You may also add any additional information in the space provided and/or attach files including the Field Use Agreement Form.

STEP 9: Click the green ‘Send’ button. Your request has now been sent to the Recreation Committee members.

STEP 10: When your request is approved (or denied) you will receive an email from a Committee Member through the Stadium Roar website.

**ALSO PLEASE TAKE NOTE OF THE FOLLOWING
IMPORTANT INFORMATION:**

AT THIS TIME, ATHLETIC LEAGUE ORGANIZATION SCHEDULING SHOULD BE COMPLETED ONLY BY THE PRESIDENT OF SAID ORGANIZATION OR DESIGNATED OFFICIAL IN CHARGE OF SCHEDULING. *INDIVIDUAL TEAMS WITHIN A LEAGUE SHOULD NOT REQUEST FIELD USE.*

ALL ORGANIZATIONS MUST SUBMIT A SIGNED OR DIGITALLY SIGNED ELECTRONIC COPY OF THE '*FIELD USE RULES AND RESTRICTIONS FORM*' WITH THEIR INITIAL SCHEDULE REQUEST TO BE HELD ON FILE WITH THE LISBON RECREATION DEPARTMENT. THIS FORM IS AVAILABLE ONLINE AT THE STADIUM ROAR WEBSITE UNDER THE 'FORMS' TAB.

IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING OUR NEW POLICY, OR IF YOU NEED ASSISTANCE USING ANY FEATURES OF THE STADIUM ROAR WEBSITE, INCLUDING ADDING YOUR PROGRAM TO THE STADIUM ROAR LIST, PLEASE CONTACT THE LISBON RECREATION SCHEDULING COORDINATOR, CHAD JOHNSON, AT (860)-617-1144 OR EMAIL: JOHNSONC@NFASCHOOL.ORG